

BOARD OF DIRECTORS – ACTION SUMMARY

Wednesday, April 26, 2006 – 6:00 p.m.

**Administration Building
2101 Hurley Way, Sacramento, CA**

CALL TO ORDER

The meeting was called to order by President Engellenner. Board Members present: Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley. Director Jones, absent. Staff: Fire Chief Mette, General Counsel Margarita, Board Clerk Tilson.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Thursday, April 27 at 11:00 p.m., Monday, May 1 at 6:00 p.m., and Tuesday, May 2 at 6:00 p.m. on Channel 14; Webcast at www.sacmetro cable.tv. A VHS copy is also available for checkout from any library branch.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

CONSENT AGENDA:

1. Board Meeting Action Summary—April 12, 2006

- Director Kelly requested a change to Action Item No. 1, District Financial Audit. In the first paragraph, second sentence, delete “he” and replace with “*Director Kelly . . .*” to clarify that this was not a statement made by Finance Director Houghton.
- **Board Action:**
Trujillo/Granados—approve Consent Agenda as amended. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.

ACTION ITEM(S)**1. Fleet Manager's Salary Schedule—(Mette)**

- In the merger of 2000, safety personnel agreed to dedicate a percentage of their salary to fund the enhanced retirement benefit of 3% at 50.
- The current Fleet Manager, Rich Wasina, held a Firefighter position and was given the safety retirement; therefore, his salary was adjusted to fund his safety retirement with an \$81 difference. Following are the salary schedules as of January 1, 2006:

Fleet Manager	\$6,920 — \$8,411
Logistics/Facilities Manager	\$6,986 — \$8,492

- With the Fleet Manager's pending retirement, the position will be filled with a miscellaneous classification to bring the salary back into line.
- The Finance Committee at its April 12, 2006 meeting approved the proposed Fleet Manager's salary schedule.
- Staff recommends the Board adopt the adjusted Fleet Manager's salary schedule to be commensurate with the salary schedule of the Logistics/Facilities Managers.
- **Board Action:**
Granados/Goold—approve staff recommendation. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.

2. Reclassification of Office Technician/Secretary to Legal Secretary—(Mette)

- With the reassignment of the Legal Secretary to the Fire Prevention Bureau on February 23, 2006, an additional Legal Secretary is needed for the General Counsel.
- On April 6, 2006, the District and the Union met, conferred, and agreed to reclassify one of the 21 Office Technician/Secretary authorized positions to a Legal Secretary. Following are the salary schedules as of January 1, 2006:

Office Technician	\$2,870 — \$3,488
Secretary	\$3,694 — \$4,490
Legal Secretary	\$3,912 — \$4,755

- The Finance Committee at its April 12, 2006 meeting approved the reclassification.
- Staff recommends the Board approve the reclassification of one Office Technician/Secretary position to a Legal Secretary position.
- **Board Action:**
Goold/Kelly—approve staff recommendation. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.

3. Apparatus Purchases—(Ritter)

- A two-page staff report accompanied by two reports from Fleet Manager Rich Wasina on the Engine and Truck purchase were submitted.
- Staff is seeking Board authorization to purchase two trucks and one engine. One truck has been funded in this year's budget for \$700,000. The additional truck and engine are a result of the expansion at the Anatolia development.
- At the March 22 Board meeting this issue was brought to the Board and direction was given for the purchase of the truck companies to tag onto the City of Bakersfield's bid. As a result of input from the District's Truck Specification Committee, our specifications were tagged onto the bid with a net pre-payment savings of \$86,054 shown in the report.
- This is a time-sensitive issue. Pierce has a 1.7% increase effective April 30, 2006. In addition, we are tied into the lower 2004 prices as a result of some negotiations by the Fleet Manager.
- Staff recommends the Board direct the Fire Chief to purchase two trucks and one engine from Pierce Manufacturing in the amount of \$2,069,391.70.
- Fleet Manager Rich Wasina presented some of the Committee specification differences, accounting for increases in cost over the City of Bakersfield's bid. The list was available to those interested.

- Director Goold asked General Counsel Margarita if he was comfortable that the District was protected against a claim on this expenditure without an open bid process.

Fire Chief Mette stated this was brought to the Board [Truck Purchase - March 8, 2006] to tag onto the Bakersfield's bid and it was approved.

Fleet Manager Wasina further stated we currently have a five-year contract with Pierce on engines.

Counsel Margarita confirmed he was comfortable.

- **Board Action:**
Goold/Granados—approve staff recommendation. Directors Duveneck, Engellenner, Goold, Granados, Kelly, Lawson, Trujillo, Valley, AYE. Director Jones, absent. Motion carried.
- Deputy Chief Ritter referred to the retirement of Fleet Manager Wasina and stated this may be his last Board meeting. He will be working through next month, taking June off. From a personal note, he had the opportunity to work many years with Rich in this capacity and his professionalism is top notch. He has never let him or the agency down and wanted to acknowledge him publicly.

PRESENTATION ITEM (S)

1. Fire Prevention Bureau (FPB) Decentralization—(Dobson)

- A three-page staff report was submitted by Fire Marshal Dobson with background information regarding decentralization of FPB to promote geographic based one-stop service centers.
- Decentralization was identified in 2001 following the reorganization of the two districts into Metro Fire.
- FPB presently has four geographic based work groups located in Rancho Cordova to provide fire prevention services throughout the District. In addition, the fire investigation unit presently has office space at the Sheriff's Northeast Division building. The fire inspectors report to the FPB-Rancho Cordova office, then travel to their inspections and meetings in their assigned work areas. The FPB-Southeast work group recently located to the Rancho Cordova City Hall.

- A map was distributed outlining the Sacramento Metropolitan Fire District inspection areas versus the Sacramento County community boundaries.
- The County of Sacramento has started the process of opening neighborhood service centers. The first one is in North Highlands and FPB was approached for staffing. FPB does not have a lot of staff but it is staffed with a fire inspector for two hours on Tuesday and Thursday mornings. The center has been so successful that the number of visitors has doubled each quarter. The County is proposing to open a neighborhood service center in Orangevale/Fair Oaks within the year; others in Florin and Arden/Arcade. This will obligate the District with some cost for plan development and rent for four centers but provides benefits of saving travel time, opportunity to interact with county staff in one location, and increased customer service.

The shared cost to the District for the one planned Center is about \$2.25 per square foot per month with an initial cost of \$50,000 - \$60,000 a year. The square footage cost has a \$1 per foot build out included which is amortized for five years; the rent would decrease almost in half after that.

Decentralization is being considered and that is the rationale for putting an entire staff into a work area.

- The District does not have to change now but since the County is starting to move ahead with their services, the District needs to decide if it wants to participate in staffing at the County service centers. Looking for direction relative to the cost to partner with the County for the “one-stop shopping.”
- Deputy Chief Appel stated currently we are working on an annual update to the District cost allocation plan and fee schedules. The cost for the additional square footage is a direct business cost to the District to provide the fire prevention services.

Staff is recommending the Board provide direction on incorporating the additional cost for renting these new facilities into the annual fee schedules.

- Director Granados had two issues: (1) supported the idea of working decentralized but expressed concern with paying rent to the County for a service the District is assisting them with, and (2) the Fire Prevention personnel occupy the space very little and are out in the field going to the businesses to process plans.

- **Board Action:**
General consensus in support of moving forward.

2. Deferred Compensation Consultant—(Baumann)

[Taken out of order]

- Received a presentation regarding the Deferred Compensation Committee's need to hire a consultant to evaluate the current Deferred Compensation Plan and assist in the Request for Proposal (RFP) for a Third Party Administrator. An RFP for a Third Party Administrator will be sent out next year. The consultant would assist the Committee through this normal process which occurs every five years.

Twelve requests for informal bid proposals were mailed with six responses. A subcommittee reviewed all proposals and performed reference verifications, with a recommendation to award the contract to SST Benefits Consulting & Services, Inc.

- Responding to a question, Captain Baumann stated the consultant's fees are covered through funds collected from AIG VALIC during the five-year contract in the amount of \$20,000 each year. Each year \$10,000 is allocated to the Deferred Compensation Reserve Fund to hire a consultant. The fund balance after July will be \$62,400.
- A resolution will be presented at the next meeting on May 10, 2006, to hire SST Benefits Consulting & Services, Inc., and authorize the Fire Chief to execute the agreement.

3. Firefighters Burn Institute—(Neifer/Castagnola)

[Taken out of order]

- Patty Neifer, Executive Director of the Firefighters Burn Institute, thanked the Board for their support and the approximately 50 individuals from Metro Fire District involved in the "Fill the Boot for Burns" event. In addition to the Citrus Heights location, there were 15 counties and 47 other locations participating. The Citrus Heights location had an all-time high donation over \$130,000; combined total of all locations exceeded \$400,000 this year.
- Captain Mike Castagnola gave a brief presentation on the goals and history of the Firefighters Burn Institute, which was founded by the Sacramento Area Fire Fighters Local 522 in 1973. He referred to the distributed flyer and brochure, highlighting their newest project. The Firefighters Burn Institute is one of the co-sponsors of the new UC Davis Regional Burn Center which is triple the current size, with a commitment to raise \$1 million. The first installment of \$200,000 has been made, with various fundraisers to provide the balance. Further commitment has been made to raise an additional \$1 million.

- Director Lawson stated it is important to recognize the volunteers in publications such as the Beacon or a community publication. If there is a list, he would like to see it published so the community can appreciate the value of the support organization and the Burn Institute.

Publication on the web page was suggested and Captain Castagnola agreed.

- In response to Director Trujillo, Captain Castagnola stated this event has been held for the past 10 years at the Greenback and Sunrise location with no reported accidents or injuries.
- Responding to Director Duveneck, Ms. Neifer stated the Burn Institute focuses on providing programs for the general population dealing with recovery, prevention, and research to make the best possible burn treatment available and rarely provides cash donations to an individual. The approximate annual budget for this year is \$800,000.
- A video clip of the "Fill the Boot" event broadcast on KTXL-40 on February 17, 2006, at 10 p.m., was shown.
- Captain Castagnola stated a major source of the Firefighters Burn Institute budget is derived from monthly payroll deductions. He thanked those who donate and encouraged everyone to participate.

PRESIDENT'S REPORT—(Engellenner)

- The financial audit for the helicopter is anticipated for the next Board meeting on May 10.

FIRE CHIEF'S REPORT—(Mette)

- Fleet Manager – filling the position is being processed and an offer has been made to an individual.
- Human Resources Analyst – new employee will start May 1, 2006 [Nikeshia Hastings].
- Currently meeting with the City of Rancho Cordova on the redevelopment issues. Next meeting on May 4.
- May 16, 2006 – Fire Districts Association of California (FDAC) and California Fire Chiefs Association (CFCA) Legislative Action Day.
- April 29, 2006 – Leaving to attend the Cap-to-Cap in Washington, D.C.

- May 5, 2006 – Leaving to attend Metro Fire Chiefs conference.
- April 14, 2006 – Captain Mike Daw was named Firefighter of the Year by the Point West Rotary Club.

GENERAL COUNSEL’S REPORT—(Margarita)

- Retained the services of Ruthann Ziegler of Meyers Nave to replace Kronick, Moskovitz, Tiedemann & Girard.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(Engellenner)**

- Next meeting: TBA

Communications Center Delegate—(Valley)

- Received presentation – still looking for an IT Manager.
- Next Meeting: May 23, 2006 – 10:30 AM

California Fire & Rescue Training Authority—(Goold)

- Next meeting: TBA

Finance Committee—(Kelly)

- Next meeting: May 10, 2006 – 5:00 p.m.

Policy Committee—(Lawson)

- Received presentation on today’s meeting.
- Next meeting: May 24, 2006 – 5:00 p.m.

RECESS TO CLOSED SESSION 7:05 PM

[Taken out of order prior to Board Member Questions and Comments]

RECONVENE TO OPEN SESSION 7:25 PM

Report by General Counsel Margarita:

CLOSED SESSION GOVERNMENT CODES:**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation Pursuant to California Government Code Section 54956.9: One (1) Potential Case

No action was taken.

2. PERSONNEL MATTERS

Pursuant to the California Government Code Section 54957(b)(1)

Public Employee Discipline/Dismissal/Release – One (1) Employee

Counsel briefed the Board regarding the termination of one employee for cause.

BOARD MEMBER QUESTIONS AND COMMENTS:**Granados:**

- Commented that preventing a fire from happening is far better than doing a great job on a fire that has already happened.
- Will be working with Fire Marshal Dobson on the issue of decentralization. Supportive of working with the customers and doing things out in the field but has a problem with paying for the privilege.
- Legislative Action Day – requested Board Clerk Tilson register him to attend.
- Talked with Fire Chief Mette on a different approach for station construction. There was an article by a couple of companies on lease buy back – the land is purchased and they will develop it to specification with payment over time versus fronting the money; will explore further. The station construction costs have gone up considerably and there has to be a better way.

Valley:

- The Gartner group report on the IT Strategic Plan for the Sacramento Regional Fire/EMS Communications Center is available to those interested.

Goold:

- Thanked the crews of Engine and Medic 24, Truck 109, and Battalion Chief Ellis who participated in the 50th year celebration at American River College.
- Congratulated Rich Wasina for an outstanding job as Manager of the District Fleet Maintenance. Replacement will be a struggle. Kudos in his retirement.
- Thanked all firefighters that participate in the Burn Institute efforts to afford good patient care by providing funds for burn victims, above and beyond what they do on shift everyday.

Lawson:

- E-mail from Skip Nance enclosed in Board packet – attendance encouraged on May 5, 2006 at 10:30 a.m. – ceremony honoring fallen law enforcement officers at the Law Enforcement Memorial. Kevin Blount, one of the officers being honored, died last July in the helicopter accident. His father, Tom Blount, began his career with the Carmichael Fire District and retired from the American River Fire District.

- Acknowledged the Firefighters Burn Institute for the honorable job performed for people compromised because of fire injuries.
- May 13, 2006 – National Letter Carriers Food Drive – encouraged support by placing packaged food in mailboxes for distribution to local food closets. Picked up 505,000 pounds locally last year.

Trujillo:

- Kudos to the Burn Center and the presentation tonight by Patty Neifer. Commended the professionalism of our firefighters over the past 11 years at the busy location of Greenback and Sunrise. The constituents are so generous in giving to this worthy cause. He would like to attend the Fire Camp to work with the burn victims.
- Echoed kudos to Fleet Manager Rich Wasina for doing an excellent job.
- Complimented General Counsel Margarita. The Board made the right decision in hiring him. Personally appreciates the long hours being put in by Counsel and staff.

Counsel Margarita thanked the Board for selecting him. Fire Chief Mette is really the driving force and without his support and that of the Board and staff, we would not be where we are today.

Duveneck:

- Thanked the Burn Institute for their presentation and outstanding work.
- Congratulated Rich Wasina for his talented work and wished him well.

Kelly:

- Thanked Fire Marshal Dobson for his presentation on decentralization of the Fire Prevention Bureau.
- Urged all Directors to attend the Firefighters Recruit Graduation ceremony on May 12, 2006. Important to show support for the 22 new individuals coming to Sacramento Metropolitan Fire District. Extended his congratulations.

ADJOURNMENT – The meeting was adjourned at 7:35 p.m.

H. Peter Engellenner, President

Ray Trujillo, Secretary

Charlotte Tilson, Clerk of the Board